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10 JAN 1963

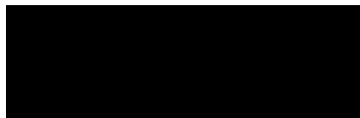
MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Organizational Change in SSA-DD/S

1. This memorandum presents a recommendation for the approval of the Deputy Director (Support). This recommendation is contained in paragraph 3.

2. In February 1959, with your approval, we reduced the staffing complement of the Visual Aids Unit from eight to seven upon the resignation of an employee whom we decided not to replace. In January 1962 another vacancy occurred when one of the employees of the Visual Aids Unit died. Internal adjustments were made to compensate for this loss, and no replacement from outside the Unit was made. While the Visual Aids Unit is fully occupied on a continuing basis, it has been able to function effectively in spite of this further reduction. In our opinion a slight excess of workload in a production unit of this type is desirable. It would thus seem logical to reduce the Visual Aids Unit staffing complement by one position. The ceiling space might be added to the DD/S reserve.

3. It is recommended that Position Number 0863 - Illustrator General, GS-9, be reduced from a planned incumbency of two to a planned incumbency of one and that the ceiling space be utilized elsewhere.



25X1A

Special Support Assistant-DD/S

The recommendation contained in paragraph 3 is approved.

Signed

Deputy Director (Support)

11 JAN 1963

Date

Distribution:

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